

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2068 HAZARDOUS MATERIALS / PRETREATMENT INSPECTOR TRAINEE

***MONTHLY SALARY: \$3426 to \$4124, effective 06-30-05**

APPLICATION FILING PERIOD: FIRST DATE: May 24, 2004

LAST DATE: Open

Please apply promptly. As soon as sufficient applications are received, the application filing period may close within five days. Persons may apply once during this application period.

NOTE: The Hazardous Materials / Pretreatment Inspector Trainee eligible list will be used to fill future vacancies in the Hazardous Materials Inspector, Solid Waste Inspector, and the Wastewater Pretreatment Inspector series.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: A Bachelor's degree in Chemical or Environmental Engineering, Chemistry, Industrial Hygiene or a closely related field. **(Proof of graduation showing degree awarded must be submitted with your application.)**

NOTE: Individuals who possess a closely related Bachelor's Degree field may meet the educational requirement provided that course work reflects the completion of at least 18 semester units or 27 quarter units of college level chemistry that includes lecture and laboratory classes in both organic and inorganic chemistry. **(Proof of degree and completed course work must be submitted with your application.)**

HIGHLY DESIRABLE:

- 1) Skills in technical report writing, public speaking, and in the use of personal computers and word processing software.
- 2) Possession of a current California Registration as a Registered Environmental Health Specialist (REHS) for the vacancy in the City of San Diego Solid Waste Local Enforcement Agency (LEA) and Environmental Services Department.
- 3) Possession of a California Registered Environmental Assessor Certification for vacancies in the Environmental Services Department.

LICENSE: A valid California Class C Driver's License is **required at the time of hire.**

DUTIES: Trainees perform increasingly responsible professional industrial waste inspection and/or hazardous materials management activities to verify and ensure compliance with Local, State, and Federal laws and regulations in their respective areas of responsibility. Duties may include any or all noted below.

HAZARDOUS MATERIALS INSPECTOR TRAINEES are responsible for monitoring and managing environmental areas/issues such as hazardous materials, storm water, household hazardous waste, underground tanks, waste tire generators, haulers and processing facilities. Trainees perform site assessment and mitigation; solid waste facility inspections and permitting; inspections at City operated facilities, work sites, or industrial/commercial facilities; identify non-compliance issues; prepare/execute a plan for compliance; determine appropriate waste sampling protocols; diagram sites; prepare permits, plans or other related documents; conduct training classes; test, identify, categorize, manifest and package wastes; and perform other related work.

PRETREATMENT INSPECTOR TRAINEES conduct water pollution control inspections of industrial, wastewater pretreatment systems and source control methods; determine appropriate waste sampling protocols; diagram field sites; write inspection reports, fact sheets, and permits; calculate permit limits; research and interpret environmental regulations; provide outreach and education to regulated industries; and perform other related work. **Note:** This position requires the ability to maneuver above, under, and around wastewater treatment equipment during facility inspections. Applicant must be able to safely move across wet or uneven surfaces and to ascend /descend ladders, elevated catwalks, and stairs.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

PAD/March 17, 2000/*Rev. 8 (06-22-05)/Class1524

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER